

## **Directions for Administration of Customer Satisfaction Survey For the Alternatives to Abortion Program**

1. Per the contract, please administer the survey to all clients who receive services from \_\_\_\_\_ through \_\_\_\_\_. Each client should complete one survey.
2. The client should be given a plain envelope with the Contractor's name on the outside of the envelope along with a copy of the survey. For Contractors with Subcontractors, the Contractor name, as well as the Subcontractor name, shall appear on the outside of the envelope. The client shall complete the survey, not in the presence of the Contractor, and return the survey to the Contractor in the sealed envelope.
3. Please return all of the sealed envelopes to the Office of Administration, Alternatives to Abortion Program, no later than \_\_\_\_\_. Surveys should be bundled by the Contractor and submitted to the program manager at the following address:

Alternatives to Abortion Program  
Office of Administration  
201 W. Capitol Ave.  
State Capitol Building, Room 125  
Jefferson City, MO 65101